



Temporary Food Stand Information and Application Packet

Each special event involving food is unique. Planning in advance is crucial. It is in everyone's best interest food sales are handled responsibly to protect the public health. It is necessary that you contact the Health Department and the Fire Marshall well in advance of any event involving food to determine the requirements.

The following pages list Health Department permitting requirements, information and applications for temporary food establishments. Even if an event or vendor is exempt from permitting (see page 6), it would be best for the health and safety of patrons if all these requirements are met.

Read these requirements carefully.

Event Organizers must:

- Completely fill out pages 2 and 3 and submit them along with the site plan to the Health Department at least **25 days prior to the event.**
- Submit applications to Health Department at least **15 days prior to the event to avoid late fees.**
- Each applicant who is not exempt must pay \$75.00 when the application is submitted to the Health Department. There is a \$50.00 late fee for each application submitted less than 15 days prior.

The Health Department will review each application provided and notify the event organizer and each vendor if application fees are required. Denial of a permit will prevent the food vendor from participating meaning a loss of revenue and potential disposal of the food product.

Be aware that selling food without a permit at an event where a permit is required will result in a cease order being issued and possible legal action. Event sponsors, organizers, coordinators and vendors may share responsibility if a foodborne illness occurs from food sold at the event.

Exemption: *Nonprofit organizations, organizations that are exempt from federal income tax or political committees may prepare and sell food one time per month without obtaining a permit. Please see page 6 for details. For those claiming an exemption, an application will still need to be filled out and submitted along with proof such as a copy of the letter of declaration from the North Carolina Department of Revenue or the Internal Revenue Service, or a letter from the candidate or political action committee authorizing the event.*

Mobile food units and pushcarts that are already permitted by a health department are not required to obtain a temporary food establishment permit. A copy of the permit must be submitted.

You may obtain a copy of the Rules Governing the Sanitation of Restaurants and Other Foodhandling Establishments at <http://ehs.ncpublichealth.com/rules.htm>

Thank you in advance for your cooperation and good luck with your event!

EVENT ORGANIZER APPLICATION

By providing the information below, you will assist in identifying and preventing potential public health issues that might occur during your event. **A separate Temporary Food Permit Application** for each vendor **must be received by Lee County Environmental Health at least 15 days prior to the event.** The event coordinator is responsible for submitting **all vendor applications** to the health dept. for review in the allotted time. Be sure to consult with Fire Marshall, etc. before your event.

Mail applications to: Lee County Health Department
Environmental Health Division
900 Woodland Avenue
Sanford, NC 27330

Phone – 919-718-4641

Fax: - 919-718-4636

Please Print

1. Organizer Name: _____
2. Address: _____
3. Organizer Phone: (8am-5pm) _____ Other: _____
4. Name of event: _____
5. Event location: _____
6. Dates and times of event: _____
7. On-site coordinator(s) contact information. _____

Name	Responsibility	Contact Number(s)	FAX/E-MAIL

8. Number of people expected to attend (event total): _____
9. Number of anticipated food booths: _____
10. Time of food booth set-up each day: _____

Booths must be allowed to set up and prepare at least 1 hour in advance of the opening of the event to allow for inspection

11. Will the organizer be supplying water to the food booths? [☐] Yes [☐] No **Note: A food grade hose is required for all water connections.** If yes, what is the water source? [☐] City/Public [☐] Private Well [☐]
Other (explain) _____
12. Liquid waste/grease disposal method and schedules for pick-up (include business name if service is contracted): _____

Note: Grease and wastewater MUST NOT be poured out on the ground or into storm drains.
13. Garbage disposal method and schedules for pick-up: _____
14. Will the organizer be supplying electricity to the food booths? [☐] Yes [☐] No
If yes, describe: _____

15. Will the organizer be supplying refrigeration equipment for the food booths? [] Yes [] No
If yes, describe: _____
16. Number of toilet facilities provided: _____ Type: _____ Handwashing available? [] Yes [] No
17. Will there be a petting zoo or pony rides? [] Yes [] No If yes, you must provide public handwashing facilities.
18. Food vendors require interpreters? ☐ Yes ☐ No If yes, what language(s)? _____
19. **Attach a map of the event grounds showing the location for each food booth, toilet facilities, garbage disposal, water connections, etc.**
20. Please list **ALL** participating **FOOD VENDOR INFORMATION** below. Use additional pages as needed.

Name of Booth	Owner/Operator	Phone Number(s) and email	General Menu
Doe's Fried Food	John Doe	919-555-0000 jdoe@hotmail.com	Funnel Cakes, blooming onions, sandwiches, cooked meats, cooked vegetables, etc.

Statement: I hereby certify the above information is correct and I fully understand any deviation from the above without prior permission from Lee County Environmental Health may nullify final approval and prevent issuance of permits to participating food vendors. I understand a pre-opening inspection of each food vendor is required and if the food vendor is not in compliance with 15A NCAC 18A .2669 a temporary food establishment permit will not be issued.

Print Name

Signature

Date

Temporary Food Establishment Application

15A NCAC 18A.2600 defines a temporary food establishment (TFE) as those who sell food or drink for a period of 21 days, in connection with a fair, carnival, circus, public exhibition or other similar gathering. Application must be submitted **at least 15 days prior** to the event. There is a **\$75.00 application fee** for the permit. Furthermore, **there is an additional \$50.00 late fee for applications submitted less than 15 days before the event.** (Be sure to consult with Fire Marshall and other agencies about other requirements.)

You must be set up at least 1 hour prior to the opening of event to allow for inspection and permitting.

Event Information

Please Print

1. Event: _____
2. Location of event: _____
3. Dates/time of operation: Begin date: _____ Begin time: _____
 End date: _____ End time: _____
4. Your organization/business name: _____
5. Applicant's name: _____
6. Applicant's address: _____

Address	City	State	Zip
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7. Applicant's telephone: _____ cell: _____ email: _____
8. All food and beverage must be prepared on-site. **Be sure to list all food items, including those that require advance prep, on the menu page.**
9. Describe equipment to be used at the event for:
 - a.) Cold holding: _____
 - b.) Hot holding: _____
 - c.) Cooking: _____
 - d.) Reheating: _____
10. What is the source for ice that will be used?: _____
11. Will the booth be connected to [] water, [] sewer, [] electricity? (Check all that apply)
12. The food booth will be in a [] tent, [] trailer, [] building, [] other (describe) _____
13. When and where was the last event at which you operated? _____
14. Please check if applicable
 I am a permitted ☐ Mobile Food Unit ☐ Pushcart in _____ County
 Permit number: _____ (Please attach a copy of your mobile food unit / pushcart permit)

Menu Page

Menu items are subject to approval and may be restricted

Please list all food to be served*. Include how you plan to keep potentially hazardous foods hot (135F or greater) or cold (45F or less). The Health Department is to be notified of menu changes at least 48 hours in advance of the event. Food items not listed may result in a delay of issuance or denial of a permit. Only prewashed produce may be purchased and used in a temporary food establishment. Please use one row for each food item and include all beverages.

Food	Food Supplier or Source	Thaw how? And Where?	Cut/Wash/Assemble Where?	Cook How? Where?	Cold/Hot Hold How? Where?	Reheating How?
Hamburgers	Frozen patties from Sam's Club	No thawing	No advance prep	Cooked on grill at the event.	Hold in a crock pot with beef broth.	No reheating needed.
Prepackaged condiments	Sam's Club	Not applicable	N/A	N/A	N/A	N/A

***Attach additional sheets if necessary**

HEALTH DEPARTMENT USE ONLY

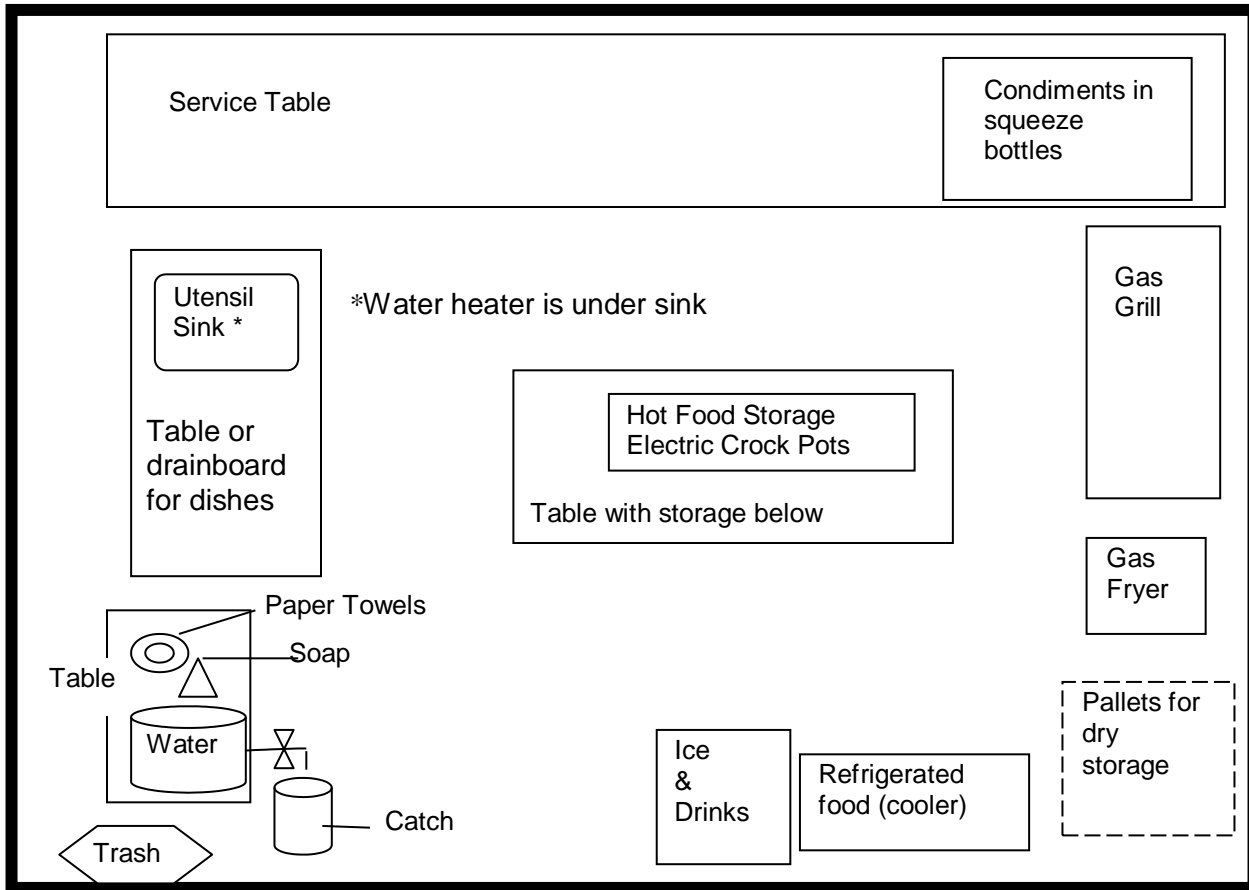
Date Received _____
 Permit Required _____
 Fee Received _____
 Menu _____

Reviewed by: _____
 Exempt: _____
 Non-profit/tax exempt _____
 MFU/PC _____

All food preparation is to take place in an area that is clean and protected by an overhead covering. Cooking and serving equipment is to be positioned so that the food is not exposed to the public; otherwise shields or sneezeguards must be provided.

FRONT (Customer Service Area)

10' x 10' Tent



NOTE: The diagram above is an **EXAMPLE** only. Please use the back of this page to draw the layout of your booth. Please indicate **ALL** equipment that you will be using including what will be used to store cold foods and hot foods. For cooking equipment, indicate if gas, electricity or charcoal will be used.

Exemption from Permitting

G.S. 130-250 (7) Allows the following types of establishments to prepare, serve, and sell food one time per month without obtaining a permit:

- establishments that are incorporated as nonprofit corporations in accordance with Chapter 55 of the General Statutes
- establishments that are exempt from federal income tax under the Internal Revenue Code as defined in G.S.105-228.90
- political committees as defined in G.S. 163-278.6(14)

You will need to provide documentation to be eligible for an exemption.

Please include one of the following: 501(c) (3) (4), Secretary of State documentation, or an IRS letter of determination with this application. Best management practices remain applicable.

Temporary Food Establishments (Checklist for Vendors)

1. The organizer/ sponsor must provide water and electrical hookups for food vendors. Wastewater & grease must be disposed of properly. A food grade hose with backflow protection is required for water connections under pressure. **Grease and wastewater must not be drained into storm drains or on ground.** Grease receptacles should be provided at central sites. Contact the organizer/ sponsor for the locations of these sites. Be sure to check with all other inspection entities (such as Fire Marshal) to ensure compliance with all necessary rules and regulations.
2. All foods must be obtained from approved sources. **DO NOT PREP FOOD BEFORE RECEIVING A PERMIT; any food pre-prepared will be discarded.** Foods such as cream filled pastries and pies, salads such as potato, chicken, ham and crab cannot be served in a temporary food establishment.
3. Be ready for the inspection at least one hour prior to the event opening.
4. Have your temporary food establishment thoroughly cleaned and sanitized prior to beginning work.

Submit the **Temporary Food Service Permit Application for Vendors** (pages 4, 5, &6) to the health department at least **15 days prior to the event.** The application must include either:

A check for \$75 made payable to: Lee County Health Department or Documentation of exempt status (see bottom of page 6). Applications submitted less than 15 days prior to the event will be charged an additional \$50 late fee.

The following checklist must be completed in order to receive a permit:

- Sanitizer made with regular bleach (not scented bleach) mixed with water to make a 50 ppm solution or other approved sanitizer (quaternary ammonium, iodine).
- Test strips must be provided.(chlorine strips for bleach, etc, depends on sanitizer used)
- A metal stem food thermometer (for taking food temperatures). The scale of the thermometer should indicate the range of 0-220°F. Also refrigerators/ freezers used must have accurate thermometers.
- Water under pressure and a means of heating water is required (hot water heater, etc.) Hot water temperature should be around 130°F. Food grade hoses and proper backflow protection are needed on water connections.
- Three basin utensil sink with approved drainboards/countertop space for air drying utensils and proper sewer hookup is required or must be provided by organizer/ sponsor, etc.
- A separate hand washing sink with antibacterial soap/ paper towels and proper sewer hookup is needed. (a cooler with a non-spring loaded dispensing valve filled with warm water and catch basin/ bucket may be used at certain events for hand washing).
- Hair restraints for all participants in food booth. (baseball hat, hairnet, etc.)
- Approved & adequate supply of ice. Consumption ice (for drinks) must be kept in separate cooler/ bin from raw foods, etc. Ice scoops are required when dispensing ice to customers, etc.
- Food stored off the ground. Foods must be kept protected from insects, dust, etc.
- All food handling and cooking must be done in a protected area (approved overhead coverage is required).
- Open displays of food must be protected from contamination by sneeze guards, or other barriers. (grilles, fryers, hot holding areas, ice bins, etc. are examples of such areas)
- Dispensers for condiments (squeeze bottles, pre-packed, etc.)
- Equipment and utensils cleaned and sanitized before use at temporary event
- Indoor/outdoor carpeting, matting, tarps, or similar nonabsorbent material is required in the absence of asphalt, concrete, grass, or other surfaces to control dust and/or mud

Temporary Food Establishments Vendor Information

Food Protection

1. All foods must be obtained from approved sources. Hamburgers, hot dogs, sausages, etc., must be obtained from an approved/permitted commercial source, in its final form, ready to be cooked.
2. Once food is received by a vendor, the food must be kept protected from any type of contamination. These foods must be maintained hot (above 135°F) or cold (below 45°F) at all times. This includes during transportation to the site, and before and/or after cooking. Participants must have refrigeration and heating equipment capable of maintaining these temperature requirements. Pre-cooked foods that have been cooled, which require re-heating, must be heated rapidly to 165°F and then maintained at 135°F.
3. All food handling/cooking should be covered overhead with at least a tent like roof (check with Fire Marshal about overhead coverage approval, etc.). At no time is any item of food to be placed on the ground.
4. The following foods are prohibited from sale: cream filled pastries and pies, salads such as potato, chicken, crab, ham, etc.

Personal Hygiene

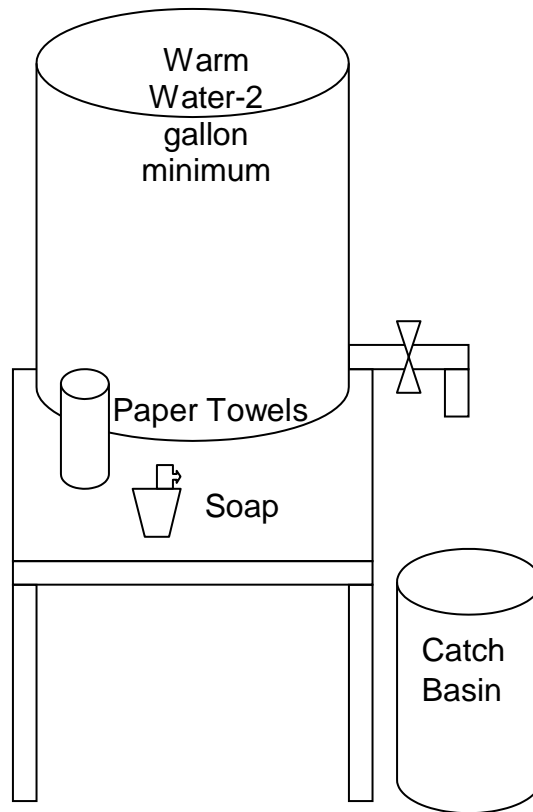
1. Participants must wear clean clothing, hair restraints (jewelry should be kept to a minimum).
2. No person who has a contagious or infectious disease, wound or boil will be allowed to work in a food booth.
3. Persons involved in food sales, handling money and customer contact duties should not be involved in food preparation unless they first wash their hands.
4. Proper hand washing must be completed after smoking, eating, visiting toilet facilities, sneezing, etc., before returning to food preparation.
5. No smoking or tobacco use will be allowed inside food booths.

Clean Up

1. All utensils, warmers, griddles, etc., must be cleaned routinely and maintained in a sanitary manner.
2. Participants will need to bring sufficient numbers of clean & sanitized cooking utensils so that soiled utensils can be replaced as needed during the day.
3. **NO DUMPING** of liquid waste or grease into storm drains or on ground. Wastewater must be disposed of in a sanitary sewer or other approved means. The organizer/ sponsor should provide dumpsters & grease receptacles for the disposal or recycling of these products.
4. General cleaning must be maintained in all booths. This includes the premises (grounds) surrounding your establishment. All garbage and refuse shall be removed at least daily and disposed of in a sanitary manner.
5. Utensils and food prep surfaces must be washed, rinsed, and sanitized. (Sanitizing solutions that can be used: Chlorine 50ppm, Quaternary Ammonium 200 ppm or Iodine 12.5 ppm, contact time should be at least 2 minutes).

Temporary Handwashing Station

In order to provide for handwashing at a temporary food establishment a temporary hand wash station may be set up following the diagram below if a standard sink is not available.



1. Fill a minimum 2 gallon container that has a spout or dispensing valve with warm water that is at a comfortable temperature for washing your hands. An insulated container will help to maintain the water temperature. **The dispensing valve must be able to remain open during the handwashing procedure.**
2. Provide a pump dispenser of antimicrobial soap. Hand sanitizers cannot be substituted for soap but can be used in addition to soap.
3. Provide single use paper towels for drying hands.
4. Provide a bucket or other receptacle for collecting the water as hands are washed. This waste water is to be disposed of in a public sewer or septic system. Do **NOT** pour this water into a storm drain or side ditch.

